07 March 1988

MEMORANDUM FOR: All FBIS Components

FROM: STAT

FBIS Information Management Officer

SUBJECT: Semi-Annual Report of Classification Decisions
                  14-20 March 1988

1. The week of 14-20 March 1988 has been chosen as the period for the first classification decision count for 1988. The second count for the year will take place in September. The statistics collected in March and September will be projected for the entire year and will be used for the Agency's annual report to the Information Security Oversight Office as required by Executive Order 12356.

2. The categories of materials to be counted are unchanged from past surveys. The count of ORIGINAL classification decisions must be broken down according to those that specify a date or event ofr declassification, and those that specify Originating Agency's Determination Required (OADR) for declassification. Registry will count the Incoming Action cables for FBIS.

3. Attached are instructions regarding the procedures for counting and reporting the classification decisions made in your component. Also attached is an explanation of the classification terms used in the reporting format. Please submit your finalized report to the undersigned by 24 March 1988. in
[   ] I will submit the finalized statistics for the entire   STAT
office to the Agency Security Classification Officer.
                                                                               STAT

Attachments:
   As noted

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Report of classification Decisions 14-20 March 1988

DD/S&T/FBIS/Admin/IMO, [   ] (7Mar88)   STAT

Distribution: (All w/atts)
Orig - IMO Chrono
1 - D/FBIS
1 - C/E&PS
1 - C/LRB
1 - C/ESG
1 - C/ADD
1 - C/FED
1 - C/HED
1 - C/OPS
1 - C/DRD
1 - C/MOD
1 - SA/CD
1 - ADMIN
1 - B&F
1 - C/Pers
1 - C/Logs
1 - C/AG
1 - USSR/ED/AG
1 - C/C/TED/AG
1 - AG/Research
1 - C/PROD
1 - C/S&TC
1 - C/NEAD
1 - ELAAD
1 - C/USSR
1 - C/TSS
1 - Admin_Chrono
1 - FBIS Registry

ADMINISTRATIVE - INTERNAL USE ONLY

EXPLANATION OF THE CLASSIFICATION TERMS

1. Original Classification Decision: A decision made by the incumbent of a position delegated original National Security Classifying Authority in writing. Delegation of original classification authority is held to an minimum and may not be redelegated. In order to avoid unnecessary original classification decisions, individuals with original classification authority should, whenever possible, use the Agency Classification Guide (HHB 70-9). A list of positions/officers with classifying authority is maintained in the Classification Management Branch (contact the Classification Management Branch, [   ] An original   STAT

decision will look like this:
        *CL by   001234
      **DCL by   OADR

2. Derivative Classification Decision: A decision based on an item(s) in the Agency Classification Guide (HHB 70-9) or from a source document(s) or from a compartmented policy manual. This is the most common method of classifying. All Agency employees have the authority to make derivative decisions based upon their clearances. A derivative decision will look like this:
        *CL BY   0005678
      **DCL BY   OADR
    *** DRV FROM COV 1-82 or BYE-1 or IPM, etc.

3. OADR or DATE AND EVENT: Both terms refer to when a document can be declassified. For the purposes of this report, count only the declassification instruction associated with original decisions (Columns 1 and 2). "OADR" stands for Originating Agency's Determination Required and means that the document cannot be automatically declassified. OADR is usually used in the Agency. "Date or Event" means the document can be automatically declassified on a specific date or when a specific event takes place (Column 2) and is seldom used in the Agency.

  *CL stands for "classified" by. It is followed by the employee number of the individual responsible for classifying the document. It is required on both original and derivative classification decisions.
    **DCL stands for "declassification." It is required on both original and derivative classification decisions. It is always followed by either "OADR" or a specific date or event.
      ***DRV stands for "derived" from." It should always be present on derivative classification decisions. It should never be used on original classification decisions.

REPORT OF CLASSIFICATION DECISIONS
MADE 14-20 March 1988

INSTRUCTIONS
Record in the space provided below, the number and type of classification decisions made by your office for
the period 14-20 March 1988. Column 1 and 2 should be used only to record original classification
decisions. Column 3 should be used only to record derivative classification decisions; we are not required
to report declassification information concerning derivative decisions.

What do you count?
a. All classified documents (letters, reports, publications, etc.) created in your office during the period
14-20 March 1988. Count each document only once; do not count letterex or reproduced copies.

b. Field Correspondence (cables, telepouches, dispatches, transmittal manifests) received from the field
during the 14-20 March 1988 period for which your office is the ACTION office. It is not necessary that these
documents be dated 14-20 March 1988. Count only one decision per document no matter how many copies of the
document are made.

c. Classified forms that are completed (filled in) during 14-20 March 1988. (Count preclassified forms and
those premarked as classified "when filled in" either as original or derivative in accordance with the
preprinted "classification authority" marking.

d. Count each classified computer run as one item; do not count each computer produced sheet or punch card
separately.

CLASSIFICATION DECISIONS 14 THROUGH 20 MARCH 1988			
TYPE OF CLASSIFICATION DECISIONS	NUMBER OF ORIGINAL (ORG) DECISIONS		NUMBER OF DERIVATIVE (DRV) DECISIONS
	Column 1 OADR	Column 2 DATE OR EVENT	Column 3
TOP SECRET			
SECRET			
CONFIDENTIAL			

OFFICE: _____ Ext._____